


Revised Feb 2011	<b>DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE NAPLES, ITALY U.S. JOB OPPORTUNITY ANNOUNCEMENT</b>	
	<b>Announcement No.:</b>	EUR12-396244-SC
	<b>Opening Date:</b> 20 Jul 12	<b>Closing Date:</b> 02 Aug 12
	<b>Position Title, PP-Series-Grade:</b>	Travel Technician, GS-0303-06 KPP 07 or GS-0303-07
	<b>Salary Range:</b>	\$30,577.00 - \$39,748.00 GS-0303-06 \$33,979.00 - \$44,176.00 GS-0303-07
	<b>Work Schedule:</b>	Full Time Permanent
	<b>Location:</b>	Commander Navy Forces Europe, Commander Navy Forces Africa, Commander Sixth Fleet (CNE-CNA-C6F), Capodichino, Naples, Italy
<b>How to Apply</b>	<p>Please read the Instructions by clicking on the following link, before submitting your application/resume:  <a href="https://www.cnic.navy.mil/Naples/Departments/HumanResourcesOffice/Jobs/LocalUSVacancies/index.htm">https://www.cnic.navy.mil/Naples/Departments/HumanResourcesOffice/Jobs/LocalUSVacancies/index.htm</a></p> <p>This link above has been updated to provide detailed instructions on how to apply for US Local jobs. Applying for jobs is a personal responsibility and applicants need to ensure to submit a complete application package in order to receive proper consideration for employment.</p> <p><b>ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE CLOSING DATE OF THE ANNOUNCEMENT.</b></p>	
<b>Who May Apply</b>	<p>U.S. citizens (except for dual Italian/U.S. citizens) residing in the Naples/Gaeta commuting area who meet the following conditions:</p> <ul style="list-style-type: none"> <li>• Military Spouse and DoD Family members eligible for Schedule A 213.3106(b)(6) appointments. <a href="#">Click here</a> for detailed information regarding this eligibility; <b>or</b></li> <li>• Current DoD employees serving under career or career conditional appointments.</li> </ul>	
<b>About the Job</b>	<p>At the full performance level, the incumbent serves as a Travel Technician for the Commander Navy Forces Europe, Commander Navy Forces Africa, Commander Sixth Fleet and its supported units. Reviews travel authorizations and vouchers within the Defense Travel System (DTS) for employees and/or their dependents to include operational travel, emergency leave, student dependent travel and NATO travel. Utilizes on-line Defense Travel Management Office helpdesk to resolve travel related issues. Conducts audits of travel vouchers and government travel cards ensuring validity of expenses as directed by the Travel Officer. Prepares travel –related reports utilizing standard office software of use in updating comptroller chain of command. Coordinates with travel office financial management analyst for reconciliation of over/underpayment of travel claims. Performs a variety of clerical, administrative and technical work involved in the customer service and administration of civilian and military employee travel. Participates in in-processing of new employees and out-processing of departing employees. Maintains web-based, digital files for clerical and travel related documents.</p>	
<b>OPM Qualification Requirements</b>	<p><b><u>APPLICANTS MUST MEET EXPERIENCE REQUIREMENTS:</u></b></p> <p><b><u>GS-0303-06</u></b>  <b><u>EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to at least the GS-05 grade level is required. Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled,</p> <p><b><u>GS-0303-07</u></b>  <b><u>EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to at least the GS-06 grade level is required. Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled,</p> <p><b>Applicants are strongly encouraged to develop an account in the USAJOBS system which allows you to print your completed resume <a href="http://www.usajobs.com/">http://www.usajobs.com/</a> utilizing the resume builder to complete your resume will ensure that you are providing important information about your experience and education and will optimize your consideration for vacancies.</b></p>	
<b>Job Conditions</b>	<ol style="list-style-type: none"> <li>1. Selectee must be eligible to obtain and maintain a Security clearance. Applicants are asked to specify on resume level of Security Clearance currently held.</li> <li>2. Selectee will be required to serve one (1) year probationary period.</li> </ol>	

<b>Application Status</b>	For inquiries concerning job application status please call HRO CML (081) 568-5409 or DSN 626-5409, Monday through Friday, 0900-1500, at least <b>15</b> days after the closing date of the announcement, providing the announcement number. Your inquiries will be responded to within 3 business days. Applicants will be notified <b>only</b> if selected. Please contact same number above for any inquiries regarding this vacancy announcement.
	<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>